UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

DIRECTOR: J. R. COULTER, B.A.
ASSISTANT DIRECTOR: W. R. J. KIRK, M.A.

BUSINESS AND INDUSTRY COURSES

Session 1957

ESSENTIALS OF PUBLIC ADMINISTRATION II

January 30 to April 3, 1957.

Course Director: MALCOLM G. TAYLOR
Assistant Course Director: GEORGE M. HOUGHAM

This Course, which is a continuation of the University Extension Course in Essentials of Public Administration I, offered in the Fall Term of 1956, will place greater emphasis on supervision and practical problems of administration.

Among the lecturers will be:

William R. Clark, Director, Training Department, Simpsons-Sears Ltd.
Professor E.R. Godfrey, School of Social Work
Charles E. Hendry, Director, School of Social Work
George M. Hougham, Research Director, Round Table on Man and Industry, School of Social Work
Leonard L. Knott, President, Editorial Associates Ltd.
Robert S. Willson, Director of Personnel, General Foods Ltd.

Place: Room 2035, Wallberg Building (To Be Confirmed)

Time: Wednesdays, 4:45 p.m. to 6:15 p.m.
Commencing January 30, 1957

Fee: $20.00

For Registration Information See Reverse Side

REGISTRATION:

1. This Course is open only to students who were enrolled in Public Administration I.

2. Enrolment in this Course is limited in numbers and applications must be approved by the Public Service Commissions and University Extension.

3. Applications should be submitted not later than January 25th as follows:

In the public service of Canada to
Mr. H.N. Arnold, Civil Service Commissioner, 1200 Bay St., Toronto.

In the public service of Ontario to
Mr. C.J. Foster, Civil Service Commissioner, Parliament Buildings, Queen's Park, Toronto.

In the public service of Metropolitan Toronto to
Mr. G.W. Noble, Personnel Director, Municipality of Metropolitan Toronto, City Hall, Toronto.

In the public service of the City of Toronto to
Mr. A.C. King, Personnel Director, City Hall, Toronto.

NOTE:

Payment of fee: $20.00 to the University of Toronto should be made at time of registration. Any arrangement for reimbursement of the fee should be made with the respective Department Head.

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APPLICATION FORM

ESSENTIALS OF PUBLICATION ADMINISTRATION II
FEE: $20.00

Name (Please Print) _____

Address _____

Telephones: Home _____ Business _____

Government Department _____

Present Position _____

Position Title _____

Number of People Supervised _____

Date _____

I make application for enrolment in this Course

_____
Signature

DEPARTMENTAL USE

Card No. _____

C.A. _____